

# Adjutant General's Department

9/19/2013

## YOUR DIRECT LINK TO State Vacancies

**POST &/or  
Distribute**

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- ***APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.***
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-time	<b>Parts/Procurement Chief</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=175603">https://www.da.ks.gov/ps/pub/reginfo.asp?id=175603</a>	<b>RSMS Ft Riley</b>	Sept. 29, 2013
Wichita	1,2,3	Unclassified Full-time	<b>Facility Specialist Construction Facility Maintenance Office Public Works</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=175467">https://www.da.ks.gov/ps/pub/reginfo.asp?id=175467</a>	<b>CFMO Salina</b>	Sept. 20, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

### How to Apply for these jobs:

The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harpe5.nfg@mail.mil](mailto:janice.l.harpe5.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #175467. The Adjutant General's Department is an Equal Opportunity Employer.

#### Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTMLUpload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTMLUpload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, [janice.l.harper5.nfg@mail.mil](mailto:janice.l.harper5.nfg@mail.mil)

## **NEW Parts/Procurement Chief** **Readiness Sustainment Maintenance Site, Ft. Riley, KS**

Full time, unclassified with benefits, state position, \$19.16 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of **9/29/2013**.

**Job Description:** Works under the administrative direction of the Asst. Site Manager as the Class IX, Procurement Chief. (Class IX/BII Supervisor), performing duties in accordance with established policies and procedures. Supervises from 9 to 12 Supply Specialists, Supply Tech's and Supply Specialists. Refers only difficult problems or unusual situations to the Asst. Site Manager for advice or guidance. Supervises the processing of requests and the operation of SAMS IE Automated Repair part and work order tracking Computer System. Supervises supply class IX budget funds through SAMS supply transaction into IMAP funding system. Manages class IX vendor and BPA contracts and IMPACT credit card vendor transactions. Coordinates and supervises IMPAC credit card holders with vendors for supply transactions. Schedules and approves/disapproves vacation/sick leave of subordinates. Responsible for and manages the determination of repair part requirements, requisitioning, receiving and accounting for all line items in supply to include repair parts and all other procured items. Ensures location and identification accuracy of all parts in bins and shelves are stored in a neat and orderly manner. Ensures all repair parts are ordered, stored, kitted and issued to authorized individuals. Supervises turn-in of serviceable and unserviceable repair parts. Manages inventory accuracy and location accuracy. Insures that all turn-ins of parts/equipment are in accordance with all applicable procedures.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent. Two years of experience in administrative and/or supply functions. Successful completion of supply or management course may substitute for one year of experience. 90 clock hours or 2 semester hours may substitute for one month of experience, with a maximum of one year substituted. Prefer Military education/experience- Direct/General Support level operation of SAMS computer and warehouse operations preferred or civilian equivalent. Supply and Management Training Preferred. Individual must have knowledge of supply/maintenance procedures. Must have computer knowledge. IMAPO, SAMS, SAARS, or military warehouse operations knowledge. Must be able to operate forklift & pallet jack. Maintenance knowledge is also preferred. Maintenance related repair part procurement technique knowledge is desired in addition to supply knowledge. Individual must possess general knowledge of supply and maintenance procedures and operations. Any Civilian or Military Occupational qualification or documented civilian or military warehouse operations job experience is preferred

## **Facilities Specialist** **Construction Facilities Maintenance Office - Public Works, Salina, KS** **Work Location for Position will be in Wichita, KS**

**Requisition # 175467 – Closes September 20, 2013** - Full time, unclassified with benefits, state position, \$17.80 to \$24.03 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:00 PM with some overtime. All application must be received by the closing date of 9/20/13

**Job Description:** Employee will perform maintenance, repair in but not limited to the following categories:

- Maintain and repair HVAC systems, ( Industrial air conditioning units, heat pump units, energy recover units, boilers and circulation pumps for floor heat, geothermal fields, cooling towers, air make up units and various exhaust systems).
- Replace, repair pumps, plumbing fixtures, faucets, valves, water heaters and related equipment.
- Service and maintain sewage lift station, sewer lines and drains.
- Service and maintain power generation unit.
- Interior and exterior electrical wiring (troubleshoot and repair of existing circuits, breakers, switches, outlets, lights, and light fixtures).
- Fire system inspections.
- Interior/exterior finish work with paint, plaster, stains, tints or wall coverings
- Carpentry and masonry repairs to match existing structure
- Maintenance and repair of doors, door hardware and locksets.
- Grounds maintenance/tree and shrubbery care and mechanical repair of mowing systems and snow removal.

- Service, repair of industrial kitchen equipment, electrical appliances, motors, fuses, switches and outlets
- Perform preventive maintenance tasks as assigned to include but not limited to inspections of roofs, wire rope cable, hoists, cranes, vehicle lifts, overhead doors and other structural requirements;
- Read and interpret blueprints and drawings

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and five (5) years experience in mechanical, HVAC and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds, normal color vision and physical and mental ability to work at heights up to 100 ft. is required. CFC certification is preferred.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

### **Resource Protection Officer (Two Positions) State Security Forces – Forbes ANG Base, Topeka, KS**

**Requisition # 175356 – Open until September 6, 2013:** Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual hours, days of work and days off to be determined. All application must be received by the closing date of 9/06/2013.

**Job Description:** This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**Minimum and Preferred Qualifications:** Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.